

Support Waiver Application Process
DHHS- Developmental Services
7/9/2007

Prerequisites for Participants

- Must be at least 18 years old.
- Must be eligible for Adult Mental Retardation Services (Intake completed)
- Must have an Individual Support Coordinator or Community Case Manager
- Must agree to a minimum of support to include planning, application/reclassification of the waiver program, and a minimum of two visits a year to the applicable site (community program, work site/or provider of work services) provided by the ISC or CCM.
- Must be Maine Care Eligible (assurance from ISC or CCM)

Responsibilities of ISC/CCM

Step 1: Planning

- Needs and services to be provided by Support Waiver must be identified in plan; identify both service needed and frequency/amount of service
- Action plan must identify ISC/CCM as responsible person for classification process
- ISC/CCM signature on plan is indication that they acknowledge and agree with the recommended services and units or cost included in the plan and other supporting documentation; cover sheet as noted above, written estimate for environmental accessibility adaptations, etc.

Step 2: Choice Letter

- ISC/CCM must provide explanation to participant and/or guardian and have signed either at or after the planning meeting

Step 3: BMS-99

- Must be completed within EIS
- Electronic signature is acceptable and hard copy not required

Step 4: Submission of Material for eligibility & level of care determination

- Copies of the plan and the Choice Letter are sent to the Support Waiver Manager.
- **NOTE: They should not be sent until the BMS-99 is complete in EIS.**
- Send PCP and Choice Letter to:

Ron Bridges, Support Waiver Manager
175 Lancaster Street
Portland, ME 04401

Responsibilities of Support Waiver Manager

1. Determination of eligibility/level of care

Based on the three documents noted above, the Support Waiver Manager makes a decision on eligibility

- If determined eligible, appropriate notification is sent electronically back to the ISC/CCM and the appropriate regional Resource Coordinator is copied.
- If consumer is determined eligible:
 1. Appropriate notification is sent electronically back to the ISC/CCM
 2. Written notification will be sent to Consumer or Guardian stating eligible or ineligible for waiver. Grievance materials will be included.

2. Authorization for Services

- The Support Waiver office transfers the appropriate information into an authorization format within EIS and the result is a “Summary of Authorized Services”

Annual Reclassification

- Follows essentially the same process
- Essential for uninterrupted funding
- Annual planning dates remain unchanged